

United States District Court
Northern District of Texas

Nancy Doherty
Clerk of Court

1100 Commerce Street, Room 14A20
Dallas, Texas 75242-1003

**Instructions for Completing Application for Admission
to the Northern District of Texas**

Oath to be Taken in Another District

As requested, we are forwarding an Application for Admission to the Bar of the United States District Court for the Northern District of Texas to you. In completing the application form, follow the guidelines set out below. Please feel free to contact the Clerk's Office at 214 767-0787 if we may be of further assistance.

1. Complete the application form and have it notarized. **Be sure to list your name as it will appear on all documents you file with the Court in item number two (2). Do not retype form.**
2. Return the completed form to the Clerk's Office in the appropriate division in the Northern District of Texas. **Please note that your \$75.00 admission fee is to be paid only when returning your executed oath to the Clerk's Office. Do not send it now.**
3. After proper review of the application by a judge in the Northern District of Texas, the Clerk's Office will mail you a letter of instructions, an oath to be taken before a U.S. District Judge in your district, and a certified copy of the order allowing you to be sworn in.
4. Return the executed oath, together with a check in the amount of \$75.00 payable to "Clerk, U.S. District Court". **Should you fail to return the oath before the expiration of the 90-day period, your application is automatically void and it will be necessary to start the whole process over.**
5. Upon receipt of the executed oath and fee, the Clerk shall issue a Certificate of Admission and send you a packet of information. Your name will then be entered on the roll of attorneys for the Northern District of Texas.

JUDGE: _____ DIV: _____

UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF TEXAS

**APPLICATION FOR ADMISSION TO THE BAR OF THE
UNITED STATES DISTRICT COURT FOR THE NORTHERN DISTRICT OF TEXAS**

(OATH TO BE TAKEN IN ANOTHER DISTRICT)

Instructions: Type or print your answers. Answer all questions fully. If the question does not apply to you, answer "DNA." An incomplete response will delay processing of your application. Where the space provided is insufficient, answer on additional sheets, with reference to the question. Send the application fee at a later date. **Do not retype form.**

- Mr.
Ms.
Mrs.
1. Full Name: _____
(last) (first) middle (generation)
2. NAME YOU WILL SIGN ALL PLEADINGS WITH: _____
(last) (first) (middle) (generation)
3. State Bar I.D. Number: _____
(Specify state if other than Texas)
4. Date of Birth*: _____ Social Security Number*: _____
5. Firm/Business Name: _____
6. Firm/Business Address: _____

7. Firm/Business Telephone: () _____ FAX: () _____
8. Residence Address*: _____

9. Residence Telephone*: () _____
10. List all states (including District of Columbia) in which you have been admitted to practice law by the highest court of that state. Indicate the year admitted, whether you are currently a member in good standing certified to practice law in that state, and any certified areas of specialization.

<u>State</u>	<u>Year Admitted</u>	<u>Current Standing</u>	<u>Specialization</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

* Optional. Social security numbers are used to assist the Court in maintaining the integrity of its records.

11. List all federal courts in which you have been admitted to the practice of law. Indicate the year admitted and whether you are currently a member in good standing of the bar and certified to practice law before that court.

Court

Year Admitted

Current Standing

Specialization

12. Provide the name and address of the law school from which you graduated, the date of graduation, and the degree(s) received. If you did not graduate from a law school, please describe your law study in detail.

13. Indicate any grievances or involuntary removals filed against you while a member of the bar of any state or federal court. Describe the circumstances in detail.

14. Describe in detail any charges, arrests, or convictions for criminal offense(s) filed against you. Omit minor traffic offenses.

15. If you have been licensed to practice law for at least four (4) years, please answer the following question.
Would you be interested in being appointed to a federal criminal case? ____Yes ____No

16. Would you be interested in providing pro bono legal services in a civil rights case? ____Yes ____No

I hereby certify that all of the above information is true and correct. I recognize that by admission to this Court I am subjecting myself to the discipline of this Court.

Date

Signature

Sworn and subscribed to before me:

Date

Notary Official/Deputy Clerk